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3 June 1968

CS/HPM-12

MEMORANDUM FOR: All CS Historical Officers

SUBJECT: Historical Officers' Monthly Report

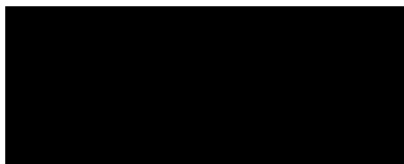
1. With the increased emphasis on completing the first twenty years of CS history, it is necessary for the Executive Secretary to know the current status of each historical paper in process.

2. As a method of having this information, on a monthly basis we are experimenting with a simple report form, a small stock of which is attached.

3. At the end of each month, beginning with June 1968 one of these cards should be made out for each numbered paper in process and its progress noted by date. The steps indicated on the cards refer to the steps defined in the FLOW CHART attachment to HPM-10 dated 5 January 1968.

4. The Executive Secretary will maintain these cards in a numeric index where they will be available to HO's as an aid in compiling their quarterly progress reports as required by CSI 5-13. The quarterly report may then summarize the three-month progress and be used to discuss any other problems not covered in the monthly report.

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Executive Secretary
CS Historical Board

Attachment:
Report Forms

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment

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3 June 1968

HPM/13

MEMORANDUM FOR: All CS Historical Officers and Writers
SUBJECT: Transportation of All Historical Papers
to and from Key Building

1. After consulting with the Office of Security on the subject of how to ensure the secure movement of historical papers between Langley and Rosslyn, we were advised that the system best answering our need was that described below.

2. Effective this date, historical papers will NOT be pouched. Instead, when such a paper (completed or in draft) has to be moved from Key Building to Headquarters, it will be placed in an addressed sealed envelope in a locked attache case and two Agency employees, one of whom will be GS-11 or above or comparable contract rank, will carry it by Agency shuttle bus to the office in Headquarters to which it is directed. The same procedure in reverse will be used in moving such papers from Headquarters to Key Building.

3. This does not apply to other memos or documents.

4. While it is recognized that this procedure will take the time of two individuals, it will ensure the safe

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arrival of the paper, and will also afford an opportunity for officers in Langley and Rosslyn to confer on matters that they might otherwise discuss over the telephone. Furthermore, it has been recognized for some time that our being out of the Headquarters building would, of necessity, make for a less efficient operation than it had been while we were all in Headquarters.

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Executive Secretary
CS Historical Board

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